

Item No. 14a**TOWN OF LAUDERDALE-BY-THE-SEA****AGENDA ITEM REQUEST FORM****Town Clerk**

Department Submitting Request

June White

Dept Head's Signature

<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>
<input checked="" type="checkbox"/> May 25, 2010	May 14 (5:00 p.m.)	<input type="checkbox"/> July 27, 2010	July 16 (5:00 p.m.)	<input type="checkbox"/> Oct 26, 2010	Oct 15 (5:00 p.m.)
<input type="checkbox"/> June 8, 2010	May 28 (5:00 p.m.)	<input type="checkbox"/> Aug 24 2010*	Aug 13 (5:00 p.m.)	<input type="checkbox"/> Nov 9, 2010	Oct 29 (5:00p.m.)
<input type="checkbox"/> June 22, 2010	June 11 (5:00 p.m.)	<input type="checkbox"/> Sept 14, 2010	Sept 3 (5:00 p.m.)	<input type="checkbox"/> Nov 23, 2010	Nov 12 (5:00p.m.)
<input type="checkbox"/> July 13, 2010	June 2 (5:00 p.m.)	<input type="checkbox"/> Oct 12, 2010	Oct 1 (5:00p.m.)	<input type="checkbox"/> Dec 14, 2010	Dec 3 (5:00p.m.)

* Subject to change

**NATURE OF
AGENDA ITEM**

- | | | |
|---|--|--|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Resolution | <input type="checkbox"/> Manager's Report |
| <input type="checkbox"/> Public Safety Report | <input type="checkbox"/> Quasi Judicial | <input type="checkbox"/> Attorney's Report |
| <input type="checkbox"/> Consent Agenda | <input checked="" type="checkbox"/> Old Business | <input type="checkbox"/> Other |
| <input type="checkbox"/> Ordinance | <input type="checkbox"/> New Business | |

SUBJECT TITLE: Commission approval to set Calendar from May through September 2010 to schedule date and time for Fire Assessment, Budget and Trim workshops and public hearings

EXPLANATION:**STAFF RECOMMENDATION:****BOARD/COMMITTEE RECOMMENDATION:****FISCAL IMPACT AND APPROPRIATION OF FUNDS:**

- | | |
|---|--|
| <input type="checkbox"/> Amount \$ _____ | <input type="checkbox"/> Acct # _____ |
| <input type="checkbox"/> Transfer of funds required | <input type="checkbox"/> From Acct # _____ |
| <input type="checkbox"/> Bid | <input type="checkbox"/> Grant <input type="checkbox"/> Amount represents matching funds |

Town Attorney review required

☒ Yes ☐ NoTown Manager's Initials: *CW*

5/4/2010

Distributed

Town of Lauderdale-by-the-Sea

OFFICE OF THE TOWN MANAGER

Memorandum

Date: May 20, 2010

To: Mayor Roseann Minnet
Commissioner Stuart Dodd
Commissioner Birute Clotey
Commissioner Scot Sasser
Commissioner Chris Vincent

From: Connie Hoffmann, Interim Town Manager *CH*

Subject: **Budget and Commission Meeting Schedule – (June – September)**

The Finance Director, City Clerk, and I have met to clarify the schedule of meetings for the summer and are providing the new proposed schedule in the attached. The Budget Schedule and the Commission's monthly calendars are now in sync.

We moved the discussion of the BSO budget up to June 8th Roundtable meeting, both because of Commissioner's Clotey's suggestion that it be taken up earlier and because Assistant Manager Bentley did not think he could get a quality work product done on the CIP Plan by that date. The CIP discussion was, therefore, moved to the June 23rd Roundtable.

We received some preliminary figures from BSO this week, but the numbers exceed the increase allowed by the Town's contract with BSO, so I will be contacting them to request a budget proposal that falls within the parameters of our agreement with them.

In response to Vice Mayor Dodd's questions regarding the 5:01 start time for budget hearings, we have clarified that the budget hearings must be held after 5 pm and be treated as a separate meeting from regular Town Commission meetings, but they do not have to start at 5:01 pm. We have proposed to move them all to 6 pm in the attached schedule, but it is really a matter of what the Commission prefers. I am told that, in the past, the Commission held the hearings at 5:01 pm, and then took a quick dinner break if the budget hearings concluded quickly and returned for the regular Commission meeting at 7 pm.

CH/mi

**Town of Lauderdale-By-The-Sea
Fiscal Year 2010/2011
Proposed Budget Timetable**

<u>Date:</u>	<u>FY 2010/2011 Budget Preparation Activity</u>
April 22	Budget Request Sent To Department Heads
May 11	Set budget calendar
May 25	Department Head's Budget Proposals Due to Finance Director
June 8	Budget Workshop with Commission - 5 pm workshop >Millage Discussion >Projected Fire Assessment Fee >BSO Budget
June 23	Budget Workshop at Commission Roundtable—7:00pm >Projected Capital Improvement Plan >Other Major Budget Issues
June 30- July 1	Receipt of Assessed Valuation from Broward Property Appraiser
July 13	>Budget Presentation of Town Manager's Recommended Budget— 6 pm workshop
July 27	Special Hearing - 6:00 pm >Adopt Proposed Millage >Adopt Proposed Fire Assessment Fee
September 13	Special Public Hearing – 7:00pm >Adopt Tentative Millage and Budget >Adopt Final Fire Assessment Fee
September 27	Special Public Hearing – 6:00pm >Adopt Final Millage >Adopt Final Budget

JUNE 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	8:30am-12:00pm Caribe Meeting	1	2 6:30 PM BOA	3	4 10AM INTERIOR DEC. 10AM BRIDGE	5
6	7	8 10am ART 1PM BRIDGE 5PM Budget Workshop 1. Projected Fire Fee 2. Millage Discussion 3. BSO Budget 7:00PM Commission Mtg	9 7PM ROUNDTABLE	10	11 10AM INTERIOR DEC. 10AM BRIDGE	12
13	14	15 10AM ART 1PM BRIDGE 7PM MASTER PLAN STEERING COMMITTEE	16 1:30PM CODE HEARING 3PM PARKING HEARING 6:30PM PLANNING AND ZONING	17	18 10AM INTERIOR DEC. 10AM BRIDGE	19
20 FATHER'S DAY	21	22 10am ART 1PM BRIDGE 7:00PM Commission Mtg	23 7:00 PM ROUNDTABLE 1. Projected CIP 2. Other Major Budget Issues	24	25 10AM INTERIOR DEC. 10AM BRIDGE	26
27	28	29 10AM ART 1PM BRIDGE	30 1:30PM - 4:00PM FIRE CODE VIOLATION HEARING			
TWO OR MORE TOWN COMMISSIONERS MAY BE PRESENT AT ANY PUBLIC MEETINGS AS THIS CALENDAR CONSTITUTES LEGAL NOTICE REQUIREMENTS OF THE SUNSHINE LAWS					Notes: * Two or more members of the Lauderdale-By The-Sea Advisory Board may be in attendance at this meeting, and the public is welcome to attend. © 2007 Vertex42 LLC http://www.vertex42.com	

JULY 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 10AM INTERIOR DEC. 10AM BRIDGE	3
4 INDEPENDENCE DAY	5	6 10am ART 1PM BRIDGE	7 6:30 PM BOA	8	9 10AM INTERIOR DEC. 10AM BRIDGE	10
11	12	13 10AM ART 1PM BRIDGE 6PM Budget Workshop Presentation of Recommended Town Budget 7PM Commission Mtg	14 7PM Roundtable	15	16 10AM INTERIOR DEC. 10AM BRIDGE	17
18	19	20 10am ART 1pm BRIDGE 6:30PM MASTER PLAN STEERING COMMITTEE	21 1:30PM CODE HEARING 3PM PARKING HEARING 6:30PM PLANNING AND ZONING	22	23 10AM INTERIOR DEC. 10AM BRIDGE	24
25	26	27 10AM ART 1PM BRIDGE 6:00PM Special Mtg Adopt Proposed Millage Adopt Proposed Fire 7PM Commission Mtg	28 1:30PM - 4:00PM FIRE CODE VIOLATION HEARING 7PM Roundtable	29	30	31
TWO OR MORE TOWN COMMISSIONERS MAY BE PRESENT AT ANY PUBLIC MEETINGS AS THIS CALENDAR CONSTITUTES LEGAL NOTICE REQUIREMENTS OF THE SUNSHINE LAWS					Notes: * Two or more members of the Lauderdale-By The-Sea Advisory Board may be in attendance at this meeting, and the public is welcome to attend.	
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AUGUST 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 6:30 PM BOA	5	6 10AM INTERIOR DEC. 10AM BRIDGE	7
8	9	10 10am ART 1PM BRIDGE	11	12	13 10AM INTERIOR DEC. 10AM BRIDGE	14
15	16	17 10AM ART 1PM BRIDGE 6:30PM MASTER PLAN STEERING COMMITTEE	18 1:30PM CODE HEARING 3PM PARKING HEARING 6:30PM PLANNING AND ZONING	19 	20 10AM INTERIOR DEC. 10AM BRIDGE	21
22	23	24 10am ART 1pm BRIDGE 7PM COMMISSION MEETING pending necessity	25 1:30PM - 4:00PM FIRE CODE VIOLATION HEARING	26 Florida League of Cities Annual Convention - Hollywood	27 10AM INTERIOR DEC. 10AM BRIDGE	28
29	30	31 10AM ART 1PM BRIDGE				
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SEPTEMBER 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 6:30 BOA	2	3 10AM INTERIOR DEC. 10AM BRIDGE	4
5	6 LABOR DAY **** TOWNHALL CLOSED ***	7 10AM ART 1PM BRIDGE	8	9 ROSH HASHANAH 9TH-10TH	10 10AM INTERIOR DEC. 10AM BRIDGE	11
12	13 Public Hearings cannot be held prior to this day 7:00PM 1st Public Hearing Adopt Final Fire Assess Adopt Tentative Millage Adopt Tentative Budget	14 10 AM ART 1PM BRIDGE 7PM COMMISSION MEETING	15 7:00 PM ROUNDTABLE	16	17 10AM INTERIOR DEC. 10AM BRIDGE	18 YOM KIPPUR
19	20	21 10am ART 1pm BRIDGE 6:30PM MASTER PLAN STEERING COMMITTEE	22 **SUKKOT begins at sundown 1st 2 & last 2 days 1:30PM CODE HEARING 3:00PM PARKINH HEARING 6:30PM PLANNING AND ZONING	23 ***SUKKOT***	24 10AM INTERIOR DEC. 10AM BRIDGE ***SUKKOT***	25 Coastal Cleanup 9AM to 12PM
26	27 6:00PM 2nd Public Hearing Adopt Final Millage Adopt Budget 7PM Commission Mtg	28 10AM ART 1PM BRIDGE ***SUKKOT***	29 1:30PM - 4:00PM FIRE CODE VIOLATION HEARING ***SUKKOT*** **SHEMINI ATZERET**	30 **SHEMINI ATZERET**		
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